

17 February 1955

MEMORANDUM FOR: Comptroller
SUBJECT : Write-off of Funds

1. I have approved an amendment to Project ARCOB which provides an additional authorization of \$60,000 for operational expenses of the project.

2. The Finance Division through this authorization is requested to provide 400,000 Rubles to the project. Because of the operational use of these Rubles it is impossible to provide the normal accounting. Therefore, it is requested that Finance Division be authorized to write off this amount on the basis of a certification by the project case officer, approved by SR Division, that these funds have been expended for operational purposes.

3. I have satisfied myself that these funds are operationally necessary.

COP - DD/P

DECLASSIFIED AND RELEASED BY
CENTRAL INTELLIGENCE AGENCY
SOURCES METHODS EXEMPTION 382B
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2007

Spanner, Lee

17 Feb 1955

Hand Carried
to Comptrollers
Office

SECRET
SECURITY INFORMATION
(When filled in)

INSTRUCTIONS: Complete this form in triplicate at the time approval or other action on a project is requested, or when an increase or decrease in the fiscal year allocation of funds is necessary. (After processing, one copy will be sent to Finance Division, one returned to the appropriate division or staff, and the original retained in FI/Admin.) For detailed instruction, see CSI 236-1, Annex D.

FI OPERATIONAL ALLOCATION

TO : FI/Admin/Budget
THROUGH: FI/Plans/Projects Branch
SUBJECT: Allocation of funds to

ALOCB 5-3400-53-112

Frankfurt

PROJECT NAME OR ALLOCATION NUMBER

STATION OR MISSION

1. AUTHORIZATION - AMOUNT FOR WHICH APPROVAL OR OTHER ACTION IS REQUESTED:

Compensation _____
Allowances _____
Travel _____
Operational Expense _____
Other: *Foreign Currency* \$ 60,000
Total \$ 60,000

Project issued in the amount of
to *51 March 1955* in the amount of
8115 L-75 1
FI/PLANS/PROJECTS BRANCH DATE
18 Feb 55

2. ALLOCATION - ON THE BASIS OF THE ABOVE AUTHORIZATION (PLUS PREVIOUS APPLICABLE AUTHORIZATIONS) THE FOLLOWING AMOUNTS ARE ALLOCATED FROM _____ TO _____. (ALLOCATIONS MUST BE ISSUED ON FISCAL YEAR BASIS, 1 JUL-30 JUN, AND WILL INCLUDE FUNDS EXPENDED IN EXCESS OF PREVIOUS AUTHORIZATIONS.)

Compensation _____
Allowances \$ 1,100
Travel _____
Operational Expense *Materiel* \$ 2,890
Other: *Foreign Currency* \$ 60,000
Total \$ 61,990

Allocation issued in the amount of *5-3400-53-112*
for fiscal year 1955
FI/ADMIN/BUDGET DATE
18 Feb 55

3. ADMINISTRATIVE - INDICATE BELOW ANY DETAILS THAT WILL ASSIST FINANCE DIVISION IN MAKING ADVANCES, DISBURSEMENTS AND ACCOUNTINGS:

A. Type of project? (Subsidy, proprietary, etc.) *Other*
B. By what method are payments to be made? *Hq., Field, Escrow*
C. Funds will be accounted for by:
(1) Receipts only (CFR 9.4)
(2) Regular financial accountings (AFR 30-10)
(3) Other (Explain): *Write off.*

4. OTHER APPROVALS - FINANCE DIVISION MUST HAVE, IN ADDITION TO FI PROJECT APPROVAL, SPECIFIC WRITTEN APPROVAL ON CERTAIN TYPES OF EXPENDITURES BEFORE FUNDS CAN BE ADVANCED. INDICATE BELOW ANY APPROVALS IN THIS CATEGORY THAT HAVE BEEN SECURED:

Purchase of automobile Approval of administrative plan when required
 Purchase of major items of equipment Other (Explain):
 Rentals in excess of that permitted by regulation

5. ADDITIONAL CRYPTONYMS, PSEUDONYMS, ETC.

3583 2/14/55

CASE OFFICER

EXTENSION

DATE

DIVISION CHIEF OR DESIGNEE